

LAKEWOOD TOWNSHIP
SITE PLAN EXEMPTION APPLICATION

1. **APPLICANT'S NAME** _____
ADDRESS _____
PHONE NUMBER _____ **FAX NUMBER** _____

2. **OWNER'S NAME** _____
ADDRESS _____

3. **ATTORNEY NAME & ADDRESS** _____
PHONE NUMBER _____ **FAX NUMBER** _____

4. **ENGINEER NAME & ADDRESS** _____
PHONE NUMBER _____ **FAX NUMBER** _____

5. **SITE LOCATION** _____
BLOCK _____ **LOT** _____
LOCATION OF NEAREST INTERSECTION _____

6. **BRIEF NARRATIVE OF PROPOSED PROJECT:** _____

7. **PRESENT USE** _____

8. **PROPOSED USE** _____

9. **PARKING REQUIREMENT**

☐ **HOUSE OF WORSHIP & RELIGIOUS FACILITIES**
(SF Sanctuary _____ see section 18-905.B)

☐ **PUBLIC & PRIVATE SCHOOLS**
(Classroom _____ Office _____ see section 18-906.B)

SPACES REQUIRED _____ **SPACES PROPOSED** _____

10. ZONING DATA	ZONE	
PARAMETER	<u>REQUIRED</u>	<u>PROVIDED</u>
LOT AREA	_____	_____
LOT WIDTH	_____	_____
FRONT YARD	_____	_____
SIDE YARD(ONE/BOTH)	_____	_____
REAR YARD	_____	_____
MAX.BLDG. HEIGHT	_____	_____
MAX. BLDG.COVERAGE	_____	_____

SIGNATURE OF APPLICANT _____

A - **ADMINISTRATIVE DATA**

	<u>PREPARER</u>	<u>P.B.</u>
1. APPLICATION FEE		
2. ESCROW FEE		
3. CHANGE OF USE APPLICATION		
4. REAL ESTATE AFFIDAVIT		
5. AFFIDAVIT OF OWNERSHIP		
6. CERTIFICATE OF OWNERSHIP BY APPLICANT		
7. W-9 FORM		
8. ESCROW AGREEMENT		
9. CHECKLIST FOR CHANGE OF USE SITE PLAN		
10. FLOOR PLAN		

B - **GENERAL DATA**

	<u>PREPARER</u>	<u>P.B.</u>
1. PLANS TO A SCALE OF NOT LESS THAN 1" = 50 FEET		
2. PLANS SHALL BE PREPARED BY AN ARCHITECT, ENGINEER, OR LAND SURVEYOR		
3. BEARING & DISTANCE IN FEET OF OUTBOUND		
4. KEY MAP SHOWING LOCATION OF TRACT		
5. TITLE BLOCK CONTAINING NAME OF PREPARER, LOT & BLOCK #'S, TAX MAP SHEET #, DATE PREPARED, & DATE OF ALL REVISIONS		
6. NORTH ARROW		
7. SIGNATURE BLOCK		
8. ADJACENT BLOCK, LOTS & OWNERS		
9. ZONING DISTRICT OF PARCEL, SCHEDULE OF REQUIRE- MENTS REQUIRED VS. PROPOSED * A NOTATION SHOULD BE PLACED ON ALL VARIANCE REQUESTS		
10. MINIMUM BUILDING SETBACK LINES		

CHANGE OF USE SITE PLAN CHECKLIST

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	<u>PREPARER</u>	<u>P.B.</u>
11. GENERAL NOTES INDICATING THE FOLLOWING:		
⇒ PREMISES KNOWN & DESIGNATED AS		
⇒ NAME & ADDRESS OF OWNER & APPLICANT		
⇒ AREA OF ENTIRE TRACT		
⇒ EXISTING USE		
⇒ PROPOSED USE		
⇒ METHOD OF WATER & SEWER SERVICE		
⇒ EFFECTS OF PROPOSED IMPROVEMENTS TO EXISTING ON / OFF SITE STORMWATER FACILITIES		
⇒ METHOD OF REFUSE REMOVAL, i.e. PRIVATE CARRIER, MUNICIPAL, CONTAINER TYPE, i.e. DUMPSTER, ROBO CANS, ETC.		
⇒ STATEMENT REGARDING ANY GRADING REQ'D		
⇒ BRIEF NARRATIVE OF PROPOSED PROJECT		
12. ENVIRONMENTAL CONCERNS, i.e. WETLANDS, ETC.		
13 EXISTING WOODS LINE & PROPOSED LIMIT OF CLEAR		

C - MAPPING/TECHNICAL DATA

	<u>PREPARER</u>	<u>P.B.</u>
1. LOCATION OF BUFFERS		
2. BUS DROP OFF/PICK UP		
3. CIRCULATION		
4. PARKING AREAS, DIMENSIONS OF STALLS, AISLES, HANDICAP SPACES, SURFACE i.e. GRAVEL, PAVEMENT, ETC.		
5. PARKING TABULATION, NUMBER OF SPACES REQUIRED VS. PROPOSED		
6. LOCATION OF SIGNS (DETAILS IF REQUIRED)		
7. LOCATION OF PLAYGROUND/ACTIVITY AREA (DETAILS IF REQUIRED)		
8. LOCATION OF ALL STRUCTURES & MAN MADE FEATURES ON SITE		
9. LOCATION OF EXISTING/PROPOSED TRAILERS		
10. LOCATION OF PROPOSED/EXISTING WALKWAYS		
11. FOR HOUSE OF WORSHIP SITE PLANS (SEE SECTION 18-905 FOR INFORMATION REQUIRED)		
12. FOR PUBLIC & PRIVATE SCHOOLS (SEE SECTION 18-906 FOR INFORMATION REQUIRED)		
13. LANDSCAPE & LIGHTING		

CHANGE OF USE SITE PLAN CHECKLIST

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	<u>PREPARER</u>	<u>P.B.</u>
14. TOPOGRAPHY & PROPOSED GRADING		
15. LOCATION OF DUMPSTERS, ETC.		

APPLICATION FEE = \$250.00

ESCROW FEE = \$1,900.00

CHECKLIST PREPARED BY: _____ DATE: _____

AN ORDINANCE OF THE TOWNSHIP OF
LAKEWOOD, COUNTY OF OCEAN, STATE
OF NEW JERSEY AMENDING AND
SUPPLEMENTING CHAPTER XVIII
(UNIFIED DEVELOPMENT ORDINANCE),
ARTICLE VI (SUBDIVISION AND SITE
PLANS) OF THE REVISED GENERAL
ORDINANCES OF THE TOWNSHIP OF
LAKEWOOD

BE IT ORDAINED by the Township Committee of the Township of Lakewood, County of Ocean, State of New Jersey, that Chapter XVIII (UNIFIED DEVELOPMENT ORDINANCE), ARTICLE VI (SUBDIVISIONS AND SITE PLANS), Section 18-601.02 B (Site Plan Exceptions) of the Revised General Ordinances of the Township of Lakewood is amended and supplemented as follows:

SECTION 1.

18-601.02 B. *Provided the change of use is not a change from a residential use to a non-residential use or the addition to a residential lot of a non-residential accessory use, the change of one permitted use to another permitted use, or the addition of a permitted accessory use shall be exempt from the Site Plan application requirements of this Chapter provided that the change of use does not require any variances*

The change of a residential use to a non-residential use shall specifically not be exempt from the site plan requirements of this chapter and any such change of use shall require the submission of a change of use application. The change of use application shall be submitted to the Zoning Officer. If the Zoning Officer determines that the requested change of use is from a residential to non-residential use, then the applicant must submit the following to the Planning Board for administrative review:

1. *A copy of the site plan;*
2. *An executed Site Plan Exemption Checklist, together with all the items listed in Section A "Administrative Data" of the Site Plan Exemption Checklist;*
3. *An Application Fee of \$250; and*
4. *An Escrow Fee of \$1,900.*

The Planning Board Engineer will review the Site Plan Exemption Checklist to determine whether the application should be exempt from the full site plan

review and approval process.

If the Planning Board Engineer determines that the application is exempt, the Planning Board will hold a hearing to give all property owners within 200 ft. the opportunity to comment on the application. The Applicant shall notify all property owners within 200 ft of the date of the hearing and the nature of the application.

If the Planning Board Engineer determines that the application is not exempt then the applicant will be required to apply to the Planning Board for formal site plan approval.

SECTION 2. All ordinances or parts of ordinances inconsistent herewith are hereby repealed to the extent of such inconsistency.

SECTION 3. If any section, subsection, paragraph, sentence or any part of this Ordinance is adjudged unconstitutional or invalid, such judgment shall not affect, impair or invalidate the remainder of this Ordinance not directly involved in the controversy in which such judgment shall have been rendered.

SECTION 4. This Ordinance shall take effect immediately upon final passage and publication as required by law.

NOTICE

PUBLIC NOTICE is hereby given that the foregoing ordinance was introduced at a meeting of the Township Committee of the Township of Lakewood, in the County of Ocean and State of New Jersey on the 22nd day July 2010, and was then read for the first time. The said Ordinance will be further considered for final passage by the Township Committee in the Town Hall at 7:30 p.m. on Aug 19, 2010. At such time and place or any time or place to which said meeting may be adjourned, all persons interested will be given an opportunity to be heard concerning said ordinance.


MARY ANN DEL MASTRO, RMC
Township Clerk